



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-319
Position Title: **Head Deskperson**
Series and Grade: KI-4413-00
Salary Range: \$33.24 PH
Promotion Potential: None
Opening Date: 1/23/2006
Closing Date: 2/3/2006
Location of Position: Plant Operations, Office of the Production Manager
Pre-Press Division, Text Processing Computer Section
Washington, DC
Number of Openings: One (1)
Type of Appointment: Permanent
Work Schedule: Shift 1 (7:30 a.m. – 4:00 p.m.)
Who May Apply: GPO Employees Only

MAJOR DUTIES:

The incumbent is responsible for distributing and reviewing the work of subordinates engaged in production on the Text Editing Systems. Distributes and reviews work of Text Processing Operators. Coordinates with supervisor all work to be processed during the shift. Explains work assignments as needed and specifies the standards of quality and quantity to be met. Reviews work while in progress or upon completion to evaluate the quality and quantity of output. Ensures accomplishment of assigned production schedules by making technical determinations when necessary and by altering previously established schedule priorities. Assists in the operation of video terminals and setup of preparatory work done to provide scheduled work to Text Processing Operators and Machine Operators (Keyboard Operators), assuring attention to work and maintenance of good order. Provides direction and informal training as needed. Rotates work assignments to maintain employee skills in various processes. Reports training needs which cannot be met by normal on-the-job methods. Answers queries and resolves problems related to the work. Assures that subordinates observe rules and regulations on housekeeping, conduct, safety and occupational health. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to do the work of a Head Deskperson with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Head Deskperson at the uprate level. These duties require skill in performing journeyman text processing work, coordinating and reviewing the work of others, and evaluating work for quality and quantity of output.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used

the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to perform the work of a Head Deskpersion with normal supervision. **(SCREEN OUT)**
2. Ability to understand and/or interpret technical data/specifications sufficient to organize, coordinate, distribute and review the work of others in order to meet deadlines under pressure.
3. Knowledge of procedures and processes related to the workflow of the text processing and editing operation in order to sufficiently maintain typical work standards.
4. Ability to work with others.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Plant Operations, Human Capital Department
Stefanie Weathers
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.